

**A RESOLUTION BY**

**CITY UTILITIES COMMITTEE**

**01- *ℓ* -0300**

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED WITH MAYES, SUDDERTH & ETHEREDGE, INC./HARRINGTON, GEORGE & DUNN, PC - JV FOR FC-6710-96B, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE ADDITIONAL DESIGN AND ARCHITECTURAL SERVICES FOR PHASES II, III AND IV OF THE BUILD OUT OF OFFICE SPACE AT CITY HALL EAST ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED THREE HUNDRED EIGHTY-TWO THOUSAND ONE HUNDRED EIGHTEEN DOLLARS (\$382,118.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J26 524001 M24I02239999.

**WHEREAS**, the City of Atlanta did enter into FC-6710-96B, Annual Contract for Architectural and Engineering Services; and

**WHEREAS**, the Department of Public Works does require additional architectural and engineering services for Phases II, III and IV of the design of office space for Wastewater Division in an amount not to exceed Three Hundred Eighty Two Thousand One Hundred Eighteen Dollars (\$382,118.00); and

**WHEREAS**, the Commissioner of the Department of Public Works and the Director of the Bureau of Purchasing and Real Estate have recommended that Mayes, Sudderth & Etheredge, Inc./Harrington, George & Dunn, PC - JV, to provide Architectural and Engineering Services; and

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA**, that the Mayor be and is hereby authorized to approved Notice To Proceed with Mayes, Sudderth & Etheredge, Inc./Harrington, George & Dunn, PC - JV, for FC-6710-96B, Annual Contract for Architectural and Engineering Services in an amount not to exceed Three Hundred Eighty Two Thousand One Hundred Eighteen Dollars (\$382,118.00); and

**BE IT FURTHER RESOLVED**, that the Director of Purchasing be and is hereby directed to prepare an appropriate contractual agreement for execution by the Mayor, to be approved by the City Attorney as to form.

**BE IT FURTHER RESOLVED**, that this Notice to Proceed should not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

**BE IT FINALLY RESOLVED**, that all services for said Notice to Proceed shall be charged to and paid from fund account and center number: 2J26 524001 M24I02239999.

KOB (02/02/01)



2001 FEB -1 10:42  
BILL CAMPBELL  
MAYOR

**CITY OF ATLANTA**  
68 MITCHELL ST., S.W., ATLANTA, GEORGIA 30335-0324  
SUITE 4500, CITY HALL SOUTH  
(404) 330-6739  
FAX (404) 658-7978  
EMAIL: publicworks@atlanta.org

DEPARTMENT  
OF  
PUBLIC WORKS  
Norman A. Koplon, P.E.  
Interim Commissioner  
  
John W. Griffin, Jr.  
Deputy Commissioner  
  
Garney Ingram-Reid  
Deputy Commissioner  
  
David Peters, P.E.  
Deputy Commissioner

## M E M O R A N D U M

**DATE:** February 1, 2001  
**TO:** Felicia Strong-Whitaker, Director  
Bureau of Purchasing and Real Estate  
**FROM:** John W. Griffin, Deputy Commissioner  
Department of Public Works  
**RE:** Sanitary Sewer Consent Decree Program  
Design Services Recommendation – City Hall East Build-out

The annual engineering consultant, Mayes, Sudderth & Etheridge, Inc./Harrington, George & Dunn, P.C., has completed the initial conceptual design phase for the referenced project. Engineering services are needed to prepare final detailed drawings and construction specifications for bidding and construction of this build-out project on the fourth floor of City Hall East. In addition, contract administration will be needed during the construction phase of the project. Attached you will find a proposal from MSE/HGD to complete these final design services.

This office has reviewed the proposal of MSD/HGD totaling \$382,118.00 to complete the engineering services defined. Attached you will find their proposal and our requisition for the work. The Department of Public Work recommends that the City of Atlanta proceed, under the annual contract with Mayes, Sudderth & Etheridge, Inc./Harrington, George & Dunn, P.C., with the requirements to issue them a "Notice to Proceed" for this work. Contact Madelyn Grant at x6368, if you have questions.

JG/MG

Attachment

cc: Norman Koplon, P.E., DPW  
David Peters, P.E., DPW  
Garney Ingram-Reid, DPW  
Vivian Chapman, DPW  
Keith Brooks, BP&RE



1401 PEACHTREE STREET N.E.  
SUITE 120  
ATLANTA, GA 30309  
(404) 885-1555

MAYES, SUDDERTH & ETHEREDGE, INC.  
HARRINGTON, GEORGE & DUNN, P.C.

January 30, 2001

Mr. John Griffin  
Deputy Director  
Department of Public Works  
City of Atlanta  
55 Trinity Avenue, S.W., Suite 4310  
Atlanta, GA 30335

RE: City Hall East – Consent Decree Program  
Architectural and Engineering Services for Construction Documents, Bidding and  
Contract Administration Phase Services for Phases II, III and IV  
Fee Proposal

Dear Mr. Griffin:

Mayes, Sudderth & Etheredge, Inc./Harrington, George & Dunn, P.C.. (MSE/HGD, Inc) appreciates the opportunity to submit this fee proposal for Architectural and Engineering consulting services. Currently we have expended our initial budget and cannot proceed further without authorization and therefore have suspended work. The enclosed schedule assumes a start date the first week of January if we receive approval.

#### PROJECT DESCRIPTION:

Phases II and III interior renovation of approximately 49,000 s.f. and Phase IV interior renovation of approximately 11, 000 s.f of administrative office space on the fourth floor of the existing City Hall East building. Improvements also include upgrading and renovating existing restroom facilities, elevator cabs and elevator machinery and machine rooms. Exit stairways and building shell (exterior) shall not be included in this project. Furnishings, fixtures and equipment (FF&E) and new interior mounted windows installed to the perimeter exterior windows are included in this project.

#### SCOPE OF WORK:

Final revisions to the initial programming and schematic design phase as well as Architecture, Interior Design, HVAC, Plumbing, Electrical power and lighting and fire protection engineering services are included for preparation of construction documents, bidding and contract administration phase services based upon the approved programming and schematic design documents already completed under separate proposal.

All services will be provided under the provisions of the standing contractual agreement between the City of Atlanta and MSE/HGD, Inc.



Mr. John Griffin  
January 30, 2001  
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**COMPENSATION:**

See attached fee calculation sheets and schedule. Compensation assumes Phases II and II to be one bid package and Phase IV will be a separate bid package.

**REIMBURSABLE EXPENSES:**

The following expenses are reimbursable above and beyond compensation for professional services and will be invoiced at a rate of 1.1 (x) direct cost:

- Reproduction
- Delivery Charges
- CAD Plotting
- Travel and Subsistence
- Long Distance Telephone
- Photography
- Facsimile

**ADDITIONAL SERVICES:**

The following services are not included in our scope of work, but may be included if requested. These include, but are not limited to, the following:

- Changes in the scope of work or schedule
- Changes in previously approved work
- Specialty Engineering services
- Permitting
- Architectural Models
- Physical Testing of Existing Building and Building Systems
- Construction Testing
- Environmental Permitting, Analysis and Reports
- Structural Engineering
- Improvements to the existing building, existing exterior walls, windows and roof as well as exit stairs, base mechanical and electrical equipment
- Phase V (Archive Storage Area) Services



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**ASSUMPTIONS:**

- Existing electrical panels serving this area are operational and have adequate electrical capacity and branch circuits.
- Scope does not include modification of existing base building electrical and mechanical systems.
- All mechanical, electrical, and fire protection services will be from overhead in the common space.
- Existing building chilled water and steam heat services have adequate capacity and tie-ins to the existing systems can be made on the fourth floor.

**INVOICING:**

Invoicing is monthly for work completed to date. Payment is due within ten (10) days of date of invoice. Payments past due thirty (30) days will accrue interest at a rate of 1.5% per month.

If this proposal is agreeable to you, please sign below indicating your approval and notice for us to proceed.

Sincerely,

MAYES, SUDDERTH & ETHEREDGE, INC.

Peter C. Sutton, AIA, NCARB  
Project Manager

APPROVAL:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

PCS/afp

cc: Anthony George, HGD  
File

Enclosures



**SUMMARY OF ARCHITECTURAL AND ENGINEERING FEES**  
**City Hall East – Consent Decree Program**

January 30, 2001

<b>1. Phases II and III</b>	
A. Completion of initial programming and schematic design phase.	\$ 25,000.00
B. Architectural, Interior Design, FF&E and Project Management Services for preparation of construction Documents, bid phase and contract administration phase services (MSE/HGD)	\$145,895.00
C. Consultants to MSE/HGD: (Phases II and III)	
Mechanical, Electrical and Fire Protection Engineering (SL King)	<u>\$ 74,000.00</u>
Subtotal	\$244,895.00
5% Reimbursable Expenses	<u>\$ 12,245.00</u>
<b>PHASES II &amp; III TOTAL</b>	<b>\$257,140.00</b>
<b>2. Phase IV – Services</b>	
A. Schematic program phase.	\$ 12,240.00
B. Architectural, Interior Design, FF&E and Project Management Services for preparation of construction Documents, bid phase and contract administration phase services (MSE/HGD)	\$ 54,930.00
C. Consultants to MSE/HGD: (Phases II and III)	
Mechanical, Electrical and Fire Protection Engineering (SL King)	<u>\$ 9,000.00</u>
Subtotal	\$
5% Reimbursable Expenses	<u>\$ 3,808.00</u>
<b>PHASE IV TOTAL</b>	<b>\$79,978.00</b>



3. Design Contingency for Base Building Mechanical and Electrical upgrades, asbestos investigation and testing, etc. \$45,000.00

**GRAND TOTAL ALL  
PHASES & CONTINGENCY \$382,118.00**

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIGDEON

Commissioner's Signature

Director's Signature

Originating Department: Public Works

Contact Person: Keith Brooks X 6382

Committee(s) of Purview: City Utilities

Council Deadline: February 2, 2001

Committee Meeting Date(s): February 13 and 14, 2001

Full Council Date: February 19, 2001

**CAPTION**

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED WITH MAYES, SUDDERTH & ETHEREDGE, INC./HARRINGTON, GEORGE & DUNN, PC - JV FOR FC-6710-96B, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE ADDITIONAL DESIGN AND ARCHITECTURAL SERVICES FOR PHASES II, III AND IV OF THE BUILD OUT OF OFFICE SPACE AT CITY HALL EAST ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED THREE HUNDRED EIGHTY-TWO THOUSAND ONE HUNDRED EIGHTEEN DOLLARS (\$382,118.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J26 524001 M24102239999.

**BACKGROUND**

TO PROVIDE ADDITIONAL DESIGN AND ARCHITECTURAL SERVICES FOR PHASES II, III AND IV OF THE BUILD OUT OF OFFICE SPACE AT CITY HALL EAST FOR THE WASTEWATER DIVISION.

**FINANCIAL IMPACT (if any)**

**\$ 382,118.00**

***Mayor's Staff Only***

Received by Mayor's Office:

2/5/01  
(date)

Reviewed by:

(initials) (date)

Submitted to Council:

(date)

Action by Committee:

☐ Approved ☐ Adversed ☐ Held ☐ Amended  
☐ Substitute ☐ Referred ☐ Other